

LANCASTER COUNTY MENTAL HEALTH ADMINISTRATOR

NATURE OF WORK

This is highly responsible professional and administrative work planning, coordinating, supervising and evaluating the activities of the Lancaster County Community Mental Health Center (CMHC).

Work involves responsibility for supervising subordinate division heads engaged in various program activities; reviewing, evaluating and developing short and long range community mental health programs; preparing and administering the departmental budget and monitoring budgetary expenditures; supervising and analyzing the collection, tabulation and analysis of mental health related statistics to aid in the solution of local mental health needs; and acting as the primary liaison for Lincoln/Lancaster County Health Department for the purpose of providing information about the Center's operation, services, and financial operations. Supervision is received from the County Board of Commissioners with work reviewed in the form of reports, conferences and demonstrated effectiveness of mental health services within the community.

EXAMPLES OF WORK PERFORMED

Supervise subordinate division heads engaged in various program activities in support of CMHC; coordinate facility programs with the Medical Director.

Review, evaluate and develop goals, policies and procedures governing CMHC mental health programs; ensure work and treatment environments are safe and supportive; assist in reviewing, evaluating and developing goals, policies and procedures for collaborative community projects involving community agencies and City/County departments.

Supervise the collection, tabulation and analysis of mental health statistics and related data utilized in evaluating community mental health issues and concerns; develop community mental health programs to promote the treatment of mental health related needs within the community; develop strategies to reduce the stigma of mental illness.

Oversee the preparation of CMHC's administrative and program budgets; approve and monitor all budgetary expenditures.

Develop and coordinate CMHC's activities with the Mental Health Advisory Committee; evaluate programs and activities to ensure continued progress and goal attainment.

Act as Community Mental Health liaison to the Mental Health Advisory Committee, County Board of Commissioners, community organizations and the general public.

Provide information about CMHC's programs, services and budgetary operations.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of the principles and practices of mental health planning, organization and administration as they apply to the operation of a county-wide Mental Health Department.

Extensive knowledge of the sociological, behavioral, and cultural factors influencing the behavior and attitudes of mental health clients.

Extensive knowledge of the functions and services of community organizations and related human services.

Thorough knowledge of mental health facility accreditation and program administration necessary to maintain continued status.

Ability to make professional and administrative decisions within the framework of County rules and policies.

Ability to plan, assign and evaluate the work of subordinate professional and support staff members engaged in various mental health programs.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with governmental officials, community agency representatives, coworkers and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in business or public administration, psychology, sociology or related field supplemented by a Masters Degree in business administration, hospital administration or related field and experience in administering a community or public mental health department.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in business or public administration, psychology, sociology or related field supplemented by a Masters Degree in business administration, hospital administration, human services administration or related field and considerable experience in the supervision and administration of a mental health program or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Personnel Director

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